



## Mechanical Permit Checklist

ALL DOCUMENTS MUST BE SUBMITTED ELECTRONICALLY TO

[permits@cityofhomestead.com](mailto:permits@cityofhomestead.com)

**All Mechanical permits for change-out require the minimum items before an application can be approved.**

Completed Permit Application signed and notarized by owner and contractor.

One (1) copy of a signed proposal for the work being applied.

One (1) copy of a completed City of Homestead Air Conditioning Change-Out form (NO BLANK LINES).

If the existing system was “STOLEN” or otherwise missing then two (2) copies of an approved heat load calculation is required, signed by the qualifier.

One (1) copy of plans for any modification being done such as relocation of equipment, new duct work, new ventilation, etc.

**NOTE:**

An electrical permit is not required for RECONNECTION OF EXISTING ELECTRICAL, however if a disconnect box or the electrical whip to new units is replaced, then an electrical permit will be required prior to approval of Final Mechanical Inspection.

A “JOB COPY” of all of the above shall be required “ON SITE” for inspector prior to approval of inspection.